

FARIBAULT STATE SCHOOL AND HOSPITAL

Faribault State School & Hospital

cc. Soc Service
Switchboard
Dr Smith
Mr KieferRichard E. Bartman, M.D., Director
Children's Mental Health Services

November 4, 1965

E. J. Engberg, M.D., Superintendent

Censoring mail, etc.

For the past three months correspondents of all patients have been informed that any money for residents' personal use should not be mailed nor given directly to a resident. It should be left at the Reception Desk in the Administration Building or mailed directly to the Superintendent so that it may be properly credited to the resident and available only for his personal use.

This has been the first step in the plans to ~~discontinue~~ censoring ingoing or outgoing residents' mail. A further step has been the discontinuance of censoring postal letters or packages for residents in the Independent Living Units. We intend to put this plan into operation throughout the institution on December 1st, after announcing it by a communication mailed to correspondents of all our residents as well as including it in revised "Instructions to Relatives" given to or mailed to the designated correspondents of each newly admitted resident.

Thereafter any letters censored will be only that of those residents whom by proper staff action it has been determined that it is in the resident's best interest that this procedure be followed. Residents deprived of the right to receive uncensored mail will be reviewed periodically to determine when the right should be restored to them.

All packages will be sent directly to the patient to whom it is addressed. We will request that a duplicate packing list be enclosed listing the items. The institution will keep a record of all packages received through the mail by means of a slip which contains the date, name of the patient, and from whom received, and a check list of general items contained in the packages such as valuables and clothing.

We have reviewed the continuance of marking State and Personally owned clothing and regard it as essential that this be continued.

Long distance and local telephone calls to and from residents will be permitted on an individual basis when prior arrangements have been made or in emergencies. This plan has been in operation and is working satisfactorily.

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